

Office of the City Clerk



Under the Miami Springs City Charter Section 8.02 (1), the City Clerk's office is responsible for conducting all city elections.

The City Clerk is the official records custodian of the City and is also the Records Management Liaison Officer (RMLO). Among other things, this office orders the codification of the City Code of Ordinances and maintains custody of the City's vital records including ordinances, resolutions, proclamations, minutes, contracts and agreements.

Ultimately, the City Clerk is the corporate secretary of the City. Her responsibilities include giving notice of public meetings and maintaining accurate records of all proceedings.

Magali Valls, CMC, City Clerk, was appointed City Clerk on January 15, 1994 after serving as Deputy City Clerk for one year. Initially, she started as the Administrative Assistant to the City Planner in January 1991.

Prior to joining the City, Ms. Valls worked for the Human Resources Department of NCNB, now Bank of America, for three years where she assisted the Director of the Southeast Operations.

After completing all required courses, she earned her Certified Municipal Clerk (CMC) title from the International Institute of Municipal Clerks (IIMC). This organization strives to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, publications, networking, annual conferences and research.

Ms. Valls is also a member of the Florida Association of City Clerks (FACC) and has been an active member of the Miami-Dade County Municipal Clerks Association (MDCMCA). During the 1996-1997 fiscal year, she was given the honor to serve as President of MDCMCA to continue promoting the improvement and efficiency in the operation and administration of the municipal clerks' office.

Support Staff: Suzanne S. Hitaffer, Deputy City Clerk

Elora R. Sakal, P/T Clerical Assistant

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